

# FileCD® Forms

## Easy-to-Create eForms For Process Automation

With FileCD Forms, hospitals can eliminate preprinted forms, and move to a distributed, on-demand electronic forms environment. FileCD is a powerful, yet easy-to-use document generation and management system that increases productivity, reduces operating costs, and enhances patient care. This innovative solution combines the latest in electronic forms, process management and barcode technologies, enabling you to expedite the creation and delivery of all patient forms and documents.

## Works the Way You Do

FileCD Forms easily generates and prints patient forms for hospitals. When you put FileCD to work for you, your staff can quickly and simply print wristbands, consent forms, and face sheets for admitting, while nursing forms can be generated on-demand at nursing stations.

### **On-Demand Forms Generation**

With FileCD Forms, your nursing staff can expedite what used to be a lengthy, labor-intensive process of forms creation for each patient. Here's how: First, a user selects a patient from the patient database, and then chooses a template or a form packet from a centralized forms library. A form packet is a pre-defined set of forms, and can include wristbands and labels. Then, with just a click, FileCD Forms merges the patient demographics information with the form template, and instantly populates all necessary forms and documents. Once the forms are filled out, the user can review them in electronic format and insert any additional data if needed. Finally, FileCD Forms will print the forms. To save money, you can use a label printer to print a single wristband or label.

### **Print Admitting Packets Automatically**

FileCD Forms is a time and cost saver in your Admitting department, too. Let's say your staff is admitting a new patient. First, FileCD Forms picks up the patient information in real time, via an HL7 interface or a data upload. Next, the system prints out an admission packet that is pre-populated with the patient's demographic information. Based on the patient's insurance and services required, this packet will contain face sheets, wristbands, consent forms, labels, and more. If desired, the document can also contain barcodes for easy patient identification. For even greater ease of use, your admitting staff can capture the patient's signature electronically via a signature pad.

FileCD Form enables your users to create and modify form templates using Microsoft Word. Since there's no proprietary form creation tool to learn, your staff will be up and running with FileCD Forms immediately.

## Only FileCD Forms

- **Reduces costs** by eliminating preprinted forms, imprinters and embossed cards.
- **Increases efficiencies and enhances patient care** by automating the creation of admission packets based on patient's insurance and services required, and supporting on-demand printing of nursing forms at the point of care.
- **Improves the accuracy** of patient tracking, identification and safety with 1D and 2D barcode technologies.
- **Improves document control** by providing a centralized depository for form templates.
- **Saves money** by allowing your staff to create and modify patient forms and documents whenever government regulations dictate, without reprogramming the hospital information system.
- **Builds the foundation** for an end-to-end electronic health information environment.

## FileCD Healthcare Supports Your Organization

FileCD Forms is a component of the flexible FileCD Healthcare product family, integrating Document Management and MPI Integrity systems for Admitting, Business Offices, Laboratories, Medical Records and Pharmacies. Designed to adapt to the needs of your growing organization, FileCD Healthcare helps you quickly and easily transform any departmental application into an enterprise-wide implementation.

## Features

FileCD Forms provides electronic forms generation and management with these features:

- **Seamless merge of real-time patient data.** Combine patient data with customizable form templates to generate complete patient documents.
- **Advanced barcode technologies.** Improve the accuracy of patient tracking and identification by allowing 1D and 2D barcodes to be printed on forms, wristbands and labels.
- **Instant form population.** Data exchange with hospital information systems through HL7 interface, XML, or other real-time methods ensures that forms are filled out instantly, completely, and accurately.
- **Intuitive ease of use.** Your staff can create and modify form templates with Microsoft Word, instead of proprietary forms design tools.
- **On-demand printing.** Patient forms and packets can be produced whenever and wherever needed.
- **Downtime registration.** Admitting clerks can print patient forms, wristbands and patient labels, even when the hospital information system is offline.
- **Routing and archival.** Printed documents and index elements can be sent directly to the FileCD Document Management System, so you can store and locate files quickly and easily.
- **Support for electronic signatures.** Speed registration and approval processes with electronic signatures and signature pads.
- **HIPAA-compliant.** FileCD Forms' robust security and audit trails protect patient confidentiality, and ensure compliance with all privacy regulations.
- **Scalability.** Built on Internet and client/server architectures, FileCD Forms is open and customizable, and supports signature pads, multi-tray laser printers, and label printers.

Don't wait for the "next generation" of intelligent and interactive forms. FileCD Forms is here today! Contact TeleFile at **(650) 212-3453** or visit **filecd.com** for more information.